

This Notice is Current Until Rescinded

SIS NOTICE NO.

Rescinds SIS Notice No. 16, dated 12 October 1982

FY 1983 SIS Rank Stipend and Performance Awards

1. The rating period for members of the Senior Intelligence Service ends on 30 September 1983. Associated with the preparation of the annual SIS Performance Appraisal Report (PAR), all eligible SIS members will be considered for rank stipends and performance awards based on the successful completion of goals and objectives agreed to in the Advance Work Plan. Therefore, I would like to take this opportunity to review with you our policy and procedures that govern the SIS Awards Program before this important process gets underway.

a. Eligibility

All eligible SIS members will be considered for rank stipends and performance awards by their immediate supervisor when the PAR is prepared. Rank stipends and performance awards are granted in recognition of excellence in performance. Consideration for rank stipends will also take into account cumulative SIS career accomplishments. Officers on sabbatical or in a LWOP status as well as officers promoted into the SIS or SIS members retiring will be considered for the period on-duty during the current rating cycle.

b. Criteria

1. Achievement of an excellent or superior overall performance level and work exceeding established standards in all key job elements are required for consideration for a performance award.
2. Achievement of an excellent or superior overall performance level and work frequently exceeding established standards in all key job elements are required for consideration for a Meritorious Officer Rank Stipend.
3. Achievement of a superior overall performance level, work invariably exceeding established standards in most key job elements, and at least frequently exceeding established standards in any key job element are required for consideration for a Distinguished Officer Rank Stipend.

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4. Failure to achieve an excellent or superior overall performance level eliminates an individual from consideration for any performance awards or rank stipends.

c. Constraints

1. Combined basic salary and stipend or award may not exceed \$80,100.
2. An SIS officer may not receive the same rank stipend during the following four fiscal years.
3. No officer will be granted both a rank stipend and a performance award in the same year.
4. An amount equal to 4 percent of approved SIS positions may be awarded as Distinguished or Meritorious Officer rank. An amount equal to 20 percent of approved SIS positions may be granted as performance awards.
5. There are three classes of performance awards:
  - (a) 20 percent of payable salary to 5 percent of officers receiving awards.
  - (b) 15 percent of payable salary to 20 percent of officers receiving awards.
  - (c) 10 percent of payable salary to 75 percent of officers receiving awards.

d. Allocation

The DCI/DDCI/EXDIR will allocate separately the number of rank stipends and performance awards to the Heads of Career Service that may be recommended to the DCI for approval.

e. Compensation

1. Stipends and awards will be given as lump sum cash payments, not subject to retirement fund contribution nor will they be included in the "high three" computation for retirement benefits.
2. The Distinguished Officer rank includes a \$20,000 payment subject to the \$80,100 limit while the Meritorious Officer rank includes a \$10,000 payment. Performance award amounts are a percentage of base salary.
3. Allowances and differentials are not included in arriving at the \$80,100 statutory limit.

f. Recommendation and Approval Process

Supervisors, PAR Reviewing Officers, Career Boards sitting as Senior Resource Boards and the Heads of Career Service recommend, review, and prioritize rank stipend and performance award recommendations for SIS-1 through SIS-4 level officers. A copy of the Rank Stipend Performance Award Recommendation Form is attached. This form will be initiated for each SIS officer whether or not recommended for an award. Recommendations are submitted through the Director of Personnel for policy and procedural review to the DCI for final approval.

g. Presentation

1. Rank Stipends will be presented by the DCI, subject to cover constraints, at an appropriate ceremony.
2. Performance awards will normally be presented by the Heads of Career Service along with a congratulatory memo from the DCI. Within cover, and security constraints, the Career Services have the option of publicizing performance award recipients.

2. Congressional and Office of Personnel Management restraints limit receipt of awards to only a small percentage of those SIS officers who deserve such recognition. However, those of you who do receive an award may be justly proud of your valuable contribution to Agency mission requirements.

/s/ John N. McMahon

John N. McMahon  
Deputy Director of Central Intelligence

Attachment

DISTRIBUTION: SPECIAL

SIS RANK STIPEND AND PERFORMANCE AWARD PROPOSED RECOMMENDATION ACTION

Officer's Name & SIS Grade

Overall PAR

Organization of Assignment

Base Salary

Position Title

Career Service

Signature Required	Date	Stipend/Award Ranking (e.g., 2 of 5)	None	Award Percentage Recommended	Rank Stipend Recommended		Comments
					Merit	Dist.	
Rating Officer							
Reviewing Officer							
Senior Operating Official							
Senior Resource Board							
Dep. Dir./Chmn, E Service							
D/OP (Review Only)							
Other							
DCI/DDCI							
Approve							Date Paid
Disapprove							

FOR OP USE:

Date Received in OP

FORM 9-81 4198

Rank Stipend/Performance Award Received

\$ Amount

Date Paid

Total Compensation \$

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